TRAX (PeopleSoft Financials)

APRIL, 2012

End of Fiscal Year 2012 Information

The end of the fiscal year is right around the corner. Each TRAX user will receive a postcard through Campus Mail in the coming days containing year-end deadline information. Be sure to mark these dates on your calendar.

If you are a new user to the TRAX system or want to learn more about *End of Fiscal Year Processing*, make plans now to attend one of the training seminars to be held on Thursday, April the 5th or Wednesday, April 18th. Both seminars will be held from 3:00 to 5:00 in ITS-Seminar Room 103 in the Dutton garage. Topics included in this valuable session cover:

- Fiscal year deadlines
- BCR's and the end of the fiscal year
- When will my new budget be available?
- Vouchers/Requisitions charged to FY2012
- Vouchers/Requisitions charged to FY2013
- Cash deposits for FY2012
- Cash deposits for FY2013
- JV's at the end of the fiscal year
- Question and Answer

If this is your first time to go through the year-end process at Baylor or if you just want to make sure this process is seamless for your department, make plans now to attend!

More detailed information can be found about the specifics of end of fiscal year transactional processing at www.baylor.edu/traxhelp. Just click on the link marked "End of Fiscal Year 2012" or click here.

New Online ACH Process/Vendor ID Change

The Baylor University Accounts Payable department will begin offering Baylor employees the opportunity to have reimbursements processed as an ACH to your bank account. This new online process will begin in the next month or so and employees will be able to add and update their information through BearWeb.

This project requires the conversion of employee information in the TRAX (PeopleSoft Financials) system to the employee's Baylor ID number. In the coming weeks, the BU ID number will be used as the vendor number and will replace the old vendor ID that was previously used in TRAX and on Expense Reports.

Stay tuned for more details about this important initiative.

End of Fiscal Year Deadline Information

APRIL 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 **EOFY Training**	6	7
8	9	10	11	12	13	14
15	16	17	18 **EOFY Training**	19 **Diadeloso**	20	21
22	23	24	25	26 **Facility Services Work Orders**	27 **Technology Equipment**	28

April 2012

} April 5 & 18—End of Fiscal Year Training

} April 26—Last day Facility Services Work Orders

} April 27—Last day to order technology equipment

} April 30-Last day for submissions to Printing Procurement

May 2012

} May 4—Bulk Mail Orders

} May 21—FY2012 Requisitions

} May 21—P-Card Transactions

} May 30—3:00 p.m. —FY 2012 Departmental Deposit Receipts that include credit card transactions

} May 31st—2:00 p.m.—FY 2012 DDR's including cash and checks

MAY 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 **Printing Procurement**	1	2	3	4 **Bulk Mail**	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 **2012 Requisitions/P-Card transactions**	22	23	24	25	26
27	28	29	30 **DDR's w/ CC transactions**	31 **DDR's w/ cash & checks**	1	2

June 2012

} June 12—5:00 p.m. —Departmental Adjustments

} June 19—5:00 p.m. —Vouchers and Supporting Documentation

} June 29– PO Rollover

JUNE 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7	8	9
10	11	12 DA's	13	14	15	16
17	18	19 Vouchers DDR's	20	21	22	23
24	25	26	27	28	29 PO Rollover	30

Recent Maintenance Pack Installation

Maintenance packs were recently applied to The TRAX (PeopleSoft) system. As always, we are appreciative of the patience shown by our user community during the necessary system downtime.

We anticipated a somewhat slow response as our users began to log in to the system following the maintenance pack installation. At this point, however, the response time should be dramatically improved. If this is the first time you have utilized the system since the system downtime a couple of weeks ago and you experience technical difficulty or have problems accessing a component you utilized prior to the scheduled system maintenance, we encourage you to call the TRAX hotline at extension 8704 or send an email to trax@baylor.edu.

TRAX (PeopleSoft)

Monthly Newsletter

Who To Contact?

Not sure who to contact about a particular charge that shows up on your Detail Report? The TRAXHelp website has a listing, organized by code, of individuals to contact about those charges. This list can be found by visiting www.baylor.edu/traxhelp > *Documentation* > *Who To Contact*. You can also access the list directly by clicking here.

Need Help with TRAX?

Need technical assistance? Forgot your password? Don't forget the TRAX hotline is available Monday through Friday, 8-5. Simply dial **x8704**, select the appropriate option, and you'll be connected with the right department.

Need Help?

TRAX Hotline

710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Self-Service Help ▶▶▶

TRAX Security Requests

If you have security requests for TRAX or need additional department security authorizations, please direct those requests to TRAX@baylor.edu or to Amy_E_Alexander@baylor.edu.   Please be aware that, for audit purposes, written documentation is required for all security changes.

New Users

If you know someone who needs to obtain a TRAX (PeopleSoft) user ID, please have them go to the Getting Started link on the TRAXHelp website and follow the instructions there.

TRAX Training

TRAX training classes are scheduled through the end of May. A list of TRAX classes is now available on the TRAXHelp website.   To sign up for training, please visit the HR Learning and Leadership Seminar Online Registration page. If you have difficulty signing up for TRAX training, contact TRAX@baylor.edu.